



**Federal Aviation
Administration**

GOVERNMENT AND INDUSTRY AFFAIRS

Federal Aviation Administration

Fiscal Year 2006 Business Plan

2006 AGI Business Plan

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2006 AGI Business Plan

The first impression, and indeed, in some cases, the only contact Members of Congress and their staff have with the Federal Aviation Administration is with the Office of Government and Industry Affairs. This customer-oriented office, small by comparison to most every other organization in the FAA, works directly for the Administrator, and is the principal linkage between the agency and the legislative branch of government.

AGI works with other staff organizations to coordinate and present the FAA's legislative message. It is AGI that must work with other organization within the FAA to facilitate their relations with Congress. And it is AGI that must consistently monitor and gage the interest and needs of the members and leadership on Capitol Hill. This relationship also extends to coordinator our legislative initiatives and responses with the Department of Transportation.

This kind of vigorous outreach is not limited to Congress. AGI also serves as liaison with the aviation industry, from manufacturers to carriers, and with other aviation related organizations. Additionally, AGI also serves as the principal point of contact for state and local governments.

Organizational Excellence

The following AGI activities support the organizational excellence goal area.

Flight Plan Performance Target:

Cost Control Program

Each FAA organization will contribute at least one measurable and significant cost reduction and/or productivity improvement activity each year, including but not limited to, cost efficiencies in the areas of: strategic sourcing for selected products and services; complete consolidation of facilities and services such as accounting offices, real property management, helpdesks, and Web services; and elimination or reduction of FAA use of obsolete technology by either removing from service or

transferring from Federal operation 100 NavAids. FY06 Target: 100 percent compliance.

Strategic Initiative: Cost Control Program

Implement line of business-specific cost reduction and/or productivity improvement initiatives as well as agency-wide initiatives.

Strategic Activity: AGI Cost Control Activity

The Office of Government and Industry Affairs (AGI) is unable to identify any cost control initiatives at this time for FY06 due to its projected funding level. Of the projected FY06 funding level, 98% will be obligated for PC&B requirements. AGI will aggressively work to create or identify potential cost control opportunities in FY06.

Targets:

Strategic Activity: AGI Productivity Improvement Activity

The Office of Government and Industry Affairs (AGI) will work with ABA to develop a productivity improvement activity that AGI will begin to track in January 2006.

Targets:

Develop a productivity improvement activity by January 2006.

Strategic Initiative: Productivity and Financial Metrics

Each FAA organization will develop and implement productivity and/or financial metrics to measure its efficiency.

Strategic Activity: AGI Efficiency Measure

The Office of Government and Industry Affairs (AGI) will work with ABA to

develop an efficiency measure that AGI will begin to track in January 2006.

Targets:

Develop an Efficiency Measure by January 2006.

Core Business Measure:

Congressional Relations

Provide timely and accurate responses to inquiries.

Core Business Function:

Congressional Communication

Communicate to Congress on behalf of Administrator and Management Board.

Core Business Activity: Information Collection and Coordination

Enhance AGI's daily interaction with LOBs and SOs, and senior management officials by proactively soliciting LOB and SOs information sharing cooperation in order to improve communication on areas of interest or concern to Congress.

Targets:

Participate in weekly meetings with LOBs and SOs to discuss and stay current on major safety policies, initiatives, and significant rulemaking activities.

Core Business Activity: Safety Policies, Initiatives and Rulemaking

Inform key members of Congress and their staff on FAA safety policies and initiatives.

Targets:

Provide appropriate and timely notification on all major notices to Congressional Members and their staff before it becomes public.

Core Business Activity: Reports to Congress

Manages the Reports to Congress program and functions as Agency's

Report to Congress liaison with Congressional Authorizing and Appropriations staffs to clarify definitions of Congressional intent. Also manages entire coordination process between FAA, OST, and OMB and encourages timely LOB and SO responses to targeted deadlines.

Targets:

#1: Research legislation to determine directed actions from the Congress to identify reports to be completed by the FAA.

#2: Determine appropriate FAA organization responsible for compiling report required and assign it as office of primary interest (OPI) responsible for preparing the Report to Congress.

#3: Develop and assign LOB and SO report timelines to ensure due dates are met.

#4: Review and edit OPI draft reports; and facilitate Agency and Departmental coordination and forward final reports to AOA-1 for review and approval.

Core Business Activity: Briefings

Assists in preparing Agency officials for Congressional meetings and briefings.

Targets:

Facilitate, coordinate, and participate in all Congressional briefings on major policy, safety initiatives, rulemaking, and other issues of concern; some of which are regularly scheduled by AGI. AGI's role is to foster a better understanding of the Agency's policies and programs by Members of Congress and their staff, and

afford them the opportunity to interact directly with key FAA policy and decision making officials. This proactive approach also enhances Congressional Members and their staffs' confidence in the Agency's policies and programs.

Core Business Activity: OST Governmental Affairs

Provide OST Governmental Affairs with factual, concise, and complete information from significant AGI Congressional contacts and activities.

Targets:

#1: Continue to maintain and improve daily communications with OST Governmental Affairs.

#2: Provide daily activity reports on Congressional contacts to AGI management officials.

#3: Provide weekly Congressional activities report to the Administrator and senior DOT officials.

#4: Provide Congressional activities input for inclusion in the Administrator's weekly White House Report.

Core Business Activity: Congressional Correspondence

Serve as focal point for Congressional follow-up on written Agency responses.

Targets:

#1: Review all Agency Congressional correspondence responses to ensure completeness, responsiveness, accuracy, and consistency with Administration, Departmental and Agency policies.

#2 Provide on-demand status to Congressional offices inquiring and/or seeking the status of Agency

responses to Congressional correspondence.

Core Business Activity: Congressional Inquiries Efficiency Measure

AGI-1 is attempting to obtain an automated congressional inquiry program from another agency for use in AGI which will greatly enhance its ability to establish an efficiency measure.

Targets:

If AGI is successful in its attempts to obtain this program, it will immediately begin baselining the congressional inquiry data.

Core Business Measure:

Industry Relations

Host at least one Industry meeting semi-annually to help strengthen industry relationships.

Core Business Function: Industry Relations

Foster strong partnerships with key industry stakeholders.

Core Business Activity: Industry Stakeholder Meetings

Meet with aviation industry representatives to strengthen industry relationships.

Targets:

#1: Determine attendee list by January 2005.

#2: Coordinate meeting logistics for both meetings by March 2005.

#3: Identify meeting objectives agenda at least 30 days prior to each scheduled meeting.

Core Business Activity: Industry Communication

Communicate Administration's position on key aviation issues.

Targets:

Prepare and distribute communications within 15 days of determining the Administration's position on a key issue.